



DAP USER GUIDE FOR MAP LENDERS

Appendix E – Resolving Validation Errors

TABLE OF REVISIONS

| Release Number | Release Date | Revision Date | Comments |
|-----------------------|---------------------|----------------------|---|
| 1.4.7 | November 2002 | November 2002 | Baseline |
| 1.5 | March 8, 2003 | | No revision |
| 1.5.1 | March 31, 2003 | | No revision |
| 1.5.2 | September 22, 2003 | | No revision |
| 1.5.3 | November 2003 | | No revision |
| 1.5.4 | December 2003 | December 2003 | Format and consistency changes; no operational changes |
| 1.5.6 | April 2004 | March 8, 2004 | Revised to add warning messages for Project Based Section 8 processing & technical corrections. |

TABLE OF CONTENTS

Page

E -1 RESOLVING A&E VALIDATION ERRORS.....E-2
E -2 RESOLVING COST VALIDATION ERRORS.....E-4
E -3 RESOLVING VALUATION VALIDATION ERRORS.....E-6

E-1 RESOLVING A&E VALIDATION ERRORS

| Name | A&E Error Message | To resolve the A&E error . . . |
|-----------------------------|---|--|
| For Site "Evergreen Towers" | Site square feet is required. | <ol style="list-style-type: none"> 1) From the A&E Site tab, select and open the site. The Site Info – General window displays. 2) Enter the number of square feet, and save your work. |
| For Dwelling "Bldg 1" | Building type is required. | <ol style="list-style-type: none"> 1) From the A&E Site tab, select and open the site, and the Site Info – General window displays. 2) Select the Dwelling Structures tab. 3) Select and open the structure, and the Site Info Dwelling Structure window displays. 4) Select a Building Type from the drop-down list, and save your work. |
| For Dwelling "Bldg 1" | Floor System is required. | <ol style="list-style-type: none"> 1) From the A&E Site tab, select and open the site, and the Site Info – General window displays. 2) Select the Dwelling Structures tab. 3) Select and open the structure, and the Site Info Dwelling Structure window displays. 4) Select a Floor System from the drop-down list or type the data in the field. 5) Save your work. |
| Assignment | <p>Net rentable residential area exceeds the total Gross Floor Area.</p> <p>(No. of Units x Living Area = Net Rentable Residential Area. This net total only displays on 92264 Section C and C-33.)</p> | <ol style="list-style-type: none"> 1) From the A&E Site tab, select and open the site, and the Site Info – General window displays. 2) Select the Dwelling Structure tab. 3) Select and open the dwelling structure. The Site Info Dwelling Structure window displays. 4) Correct the Gross Floor Area, and save your work. <p style="text-align: center;"><i>and/or</i></p> <ol style="list-style-type: none"> 1) Select the A&E Unit Composition tab, and review the amounts in Living Area Per Unit. 2) Select and open the unit type that needs correcting. 3) Correct the Living Area, and save your work. |
| Assignment | Every dwelling must have a unique name within the assignment. | <ol style="list-style-type: none"> 1) From the A&E Site tab, select and open the site. The Site Info – General window displays. 2) Select the Dwelling Structures tab. 3) Select and open the dwelling, and the Site Info Dwelling Structure window displays. 4) Enter a unique Structure Name, and save your work. |

| Name | A&E Error Message | To resolve the A&E error . . . |
|------------|--|--|
| Assignment | Mismatch in the number of revenue [or non-revenue] units defined in Tracking and Dwellings. | <ol style="list-style-type: none"> 1) From the A&E Site tab, select and open the site. The Site Info – General window displays. 2) Select the Dwelling Structures tab, and review the No. of Units. 3) Select and open the unit type. The Site Info Dwelling Structure window displays. 4) Correct the No. of Units, and save your work. <p style="text-align: center;"><i>Or</i></p> <p>If the mismatch error is not in A&E, see if the Tracking information needs adjusting.</p> |
| Assignment | Mismatch in the number of revenue [or non-revenue] units defined in Tracking and Unit Composition. | <ol style="list-style-type: none"> 1) Select the appropriate tab, A&E – Unit Composition (Revenue) or (Non Revenue). 2) Review the No. of Units. 3) Highlight the unit type, and select <u>F</u>ile, <u>O</u>pen. The Unit Composition window displays. 4) Correct the No. of Units, and save your work. <p style="text-align: center;"><i>Or</i></p> <p>If the mismatch error is not in A&E, see if the Tracking information needs adjusting.</p> |

E-2 RESOLVING COST VALIDATION ERRORS

| Name | Cost Error Message | To resolve the Cost error . . . |
|-------------|---|---|
| Assignment | Months to Completion are required. | <ol style="list-style-type: none"> 1) Select the Remarks/Notes tab. 2) Enter the number of months. 3) Save your work. |
| Rehab Cost | No dwelling costs are defined. | <ol style="list-style-type: none"> 1) From the Cost Analysis – General window, select the cost analysis type: Rehab Cost. 2) Select the Structure Cost(s) option from the Cost menu. 3) Select the structure type, and enter dwelling costs. 4) Save your work. |
| Rehab Cost | Contingency Reserve Percent is not defined. | <ol style="list-style-type: none"> 1) From the Cost Analysis – General window, select the cost analysis type: Rehab Cost. 2) Select the Contingency Reserve Percent option from the Cost menu. 3) Enter the percentage, and save your work. |
| Rehab Cost | Mortgagor's Other Fees is not defined. | <ol style="list-style-type: none"> 1) From the Cost Analysis – General window, select the cost analysis type: Rehab Cost. 2) Select the Other Fees Breakdown option from the Cost Menu. 3) Click Yes or No to indicate whether or not Mortgagor's Other Fees exist. 4) If Mortgagor's Other Fees exist and you have selected Yes, then enter the total amount for Mortgagor's Other Fees, and save your work. 5) Return to the Cost Analysis – General window. |
| Rehab Cost | Project fees are not defined. | <ol style="list-style-type: none"> 1) From the Cost Analysis – General window, select the cost analysis type: Rehab Cost. 2) Select the Project Fees option from the Cost menu. 3) Enter the fees, and save your work. |

| Name | Cost Error Message | To resolve the Cost error . . . |
|---------------------------|--|---|
| Replacement Cost (As New) | No dwelling costs are defined. | <ol style="list-style-type: none"> 1) From the Cost Analysis – General window, select the cost analysis type: Replacement Cost (As New). 2) Select the Structure Cost(s) option from the Cost menu. 3) Select the structure type, and enter the dwelling costs. 4) Save your work. |
| Repair Cost | Initial deposit for reserve replacement is required. | <ol style="list-style-type: none"> 1) From the Cost Analysis – General window, select the cost analysis type: Repair Cost. 2) From the Cost menu, select Initial Deposit for Replacement Reserve - and Mortgagor's Closing Fees. 3) Enter the amount in Initial Deposit for Replacement Reserve field. 4) Save your work. |
| Repair Cost | Needs assessment fees are required. | <ol style="list-style-type: none"> 1) From the Cost Analysis – General window, select the cost analysis type: Repair Cost. 2) From the Cost menu, select Initial Deposit for Replacement Reserve - and Mortgagor's Closing Fees. 3) Enter the fees in the Mortgagor's Closing Fees table. 4) Save your work. |

E-3 RESOLVING VALUATION VALIDATION ERRORS

| Name | Valuation Error Message | To resolve the Valuation error, go to the . . . |
|-----------------------------------|---|---|
| A&E Assignment | A&E assignment has not been assigned | <ol style="list-style-type: none"> 1) Go to the A&E Assignment tab page. 2) Highlight an A&E Assignment. 3) Click on the Link A&E Assignment button. |
| Cost Analysis | Cost Analysis assignment has not been assigned. | <ol style="list-style-type: none"> 1) Go to the Cost Analysis tab page. 2) Highlight a Cost Assignment. 3) Click on the Link Cost Assignment button. |
| Neighborhood and Site Information | Option to Buy is required. | <ol style="list-style-type: none"> 1) From the Valuation menu, select Neighborhood and Site Information. 2) Go to the Additional Land Info tab page. 3) Answer the Option to Buy question by selecting "Yes" or "No". 4) Save your work. |
| Estimate of Income | Valuation units are not equal to A&E units. | <ol style="list-style-type: none"> 1) From the Valuation menu, select Estimate of Income. 2) On the Rental Income tab, verify the total number of units in the table. 3) Click on the View A&E Rent Schedules button, and verify the number of units listed. 4) Create a new Rent Schedule or add additional units to existing rent schedules. 5) Close the Rent Schedule window. |
| Estimate of Income | A minimum of one Rent Schedule is required. | <ol style="list-style-type: none"> 1) From the Valuation menu, select Estimate of Income. 2) Make sure the Rental Income tab is selected. 3) Select File, New, and the Rent Schedule Maintenance Window displays. 4) Enter at least one rent schedule. 5) Save your work. <p style="text-align: center;">---OR---</p> <ol style="list-style-type: none"> 1. From the Valuation menu, select Estimate of Income. 2. Make sure the Rental Income tab is selected. 3. View A&E Rent Schedules. 4. Copy A&E Rent Schedules. 5. Update Rent Schedules. 6. Save your work. |

| Name | Valuation Error Message | To resolve the Valuation error, go to the . . . |
|-------------------------------------|---|---|
| Estimate of Income | Project must have at least one restricted rent schedule. | <ol style="list-style-type: none"> 1) From the Valuation menu, select Estimate of Income. 2) Create a new rent schedule OR copy an A&E rent schedule. 3) Save your work. |
| Estimate of Income | Restricted Rent amount is required. | <ol style="list-style-type: none"> 1) From the Valuation menu, select Estimate of Income. 2) Within a rent schedule, check the Restricted Rent indicator. 3) Enter other applicable data. 4) Save your work. |
| Estimate of Income | Section 8 contract rent amount is required. | <ol style="list-style-type: none"> 1) From the Valuation menu, select Estimate of Income. 2) Within a rent schedule, check the Section 8 indicator. 3) Enter other applicable data. 4) Save your work. |
| Estimate of Annual Expense | Replacement Reserve is required. | <ol style="list-style-type: none"> 1) From the Valuation menu, select Estimate of Annual Expense. 2) Click on Change Reserve for Replacement button. 3) Enter the Replacement Reserve amount. 4) Click OK to save. |
| Estimate of Annual Expense | Hypothetical Market Rate Expenses are required. | <ol style="list-style-type: none"> 1) From the Valuation menu, select Estimate of Annual Expense. 2) Enter expenses on the Hypothetical Market Rate Expense tab. 3) Save your work. |
| Income Computations | Residential Occupancy Percentage must be greater than zero. | <ol style="list-style-type: none"> 1) From the Valuation menu, select Income Computations. 2) In the Residential and Ancillary column, locate Residential and Ancillary Percentage field. 3) Enter the percentage. 4) Save your work. |
| Project Site Analysis and Appraisal | A minimum of three site "fully improved" comparables is required for each property. | <ol style="list-style-type: none"> 1) From the Valuation menu, select Project Site Analysis and Appraisal. 2) Select the Value Fully Improved tab. 3) Select <u>F</u>ile, <u>N</u>ew. 4) Enter the comparables. 5) Save your work. |

| Name | Valuation Error Message | To resolve the Valuation error, go to the . . . |
|------------------------------|---|--|
| Income Approach to Value | Estimated Remaining Economic Life is required. | <ol style="list-style-type: none"> 1) From the Valuation menu, select Income Approach to Value. 2) Enter the number of years in the Estimate of Remaining Economic Life field. 3) Save your work. |
| Income Approach to Value | Cap Rate is required. | <ol style="list-style-type: none"> 1) From the Valuation menu, select Income Approach to Value. 2) Enter the Cap Rate. 3) Save your work. |
| Income Approach to Value | Value of Leased Fee Selected is required. | <ol style="list-style-type: none"> 1) From the Valuation menu, select Income Approach to Value. 2) Enter the Value of Leased Fee Selected. 3) Save your work. |
| Comparison Approach to Value | A minimum of 3 sales comparables is required for each property. | <ol style="list-style-type: none"> 1) From the Valuation menu, select Comparable Approach to Value. 2) Enter three comparables. 3) Save your work. |
| Reconciliation | Replacement Cost of Property is Required. | <ol style="list-style-type: none"> 1) From the Valuation menu, select Reconciliation. 2) Enter the Summation amount 3) Save your work. |
| Reconciliation | Fair Market Value is Required. | <ol style="list-style-type: none"> 1) From the Valuation menu, select Reconciliation. 2) Enter the Fair Market Value amount. 3) Save your work. |
| Reconciliation | Capitalization value is Required. | <ol style="list-style-type: none"> 1) From the Valuation menu, select Income Approach to Value. 2) Enter Cap Rate and Value of Leased Fee Selected. 3) Save your work. |
| Appraiser Certification | Appraiser Name is required. | <ol style="list-style-type: none"> 1) From the Valuation menu, select Appraiser Certification. 2) Enter the Appraiser's name. 3) Save your work. |
| Appraiser Certification | Indication of Subject Property inspection is required. | <ol style="list-style-type: none"> 1) From the Valuation menu, select Appraiser Certification. 2) Answer the question by selecting "Yes" or "No". 3) Save your work. |
| Appraiser Certification | Appraiser Completion Date is required. | <ol style="list-style-type: none"> 1) From the Valuation menu, select Appraiser Certification. 2) In the Appraiser section, enter the date the Appraisal was |

| Name | Valuation Error Message | To resolve the Valuation error, go to the . . . |
|-------------------------|---|---|
| | | completed. 3) Save your work. |
| Appraiser Certification | Appraiser Cert. Number is required. | 1) From the Valuation menu, select Appraiser Certification. 2) In the Appraiser section, enter the Appraiser's Certification Number. 3) Save your work. |
| Appraiser Certification | Appraiser Cert. Exp. Date is required. | 1) From the Valuation menu, select Appraiser Certification. 2) In the Appraiser section, enter the date the Appraiser's Certification expires. 3) Save your work. |
| Appraiser Certification | Review Appraiser Name is required. | 1) From the Valuation menu, select Appraiser Certification. 2) In the Review section, enter the Review Appraiser's name. 3) Save your work. |
| Appraiser Certification | Review Appraiser Completion Date is required. | 1) From the Valuation menu, select Appraiser Certification. 2) In the Review section, enter the date the Review Appraiser completed their appraisal. 3) Save your work. |
| Appraiser Certification | Review Appraiser Cert. Number is required. | 1) From the Valuation menu, select Appraiser Certification. 2) In the Review Appraiser section, enter the Review Appraiser's Certification Number. 3) Save your work. |
| Appraiser Certification | Review Appraiser Cert. Exp. Date is required. | 1) From the Valuation menu, select Appraiser Certification. 2) In the Review Appraiser section, enter the date the Review Appraiser's Certification expires. 3) Save your work. |